

BENEFITS AND CASUALTY DIVISION

Benefits and Casualty Division

FILING PLAN FOR ~~PERSONNEL~~ ~~APPEALS~~ ~~BOARD~~

Index to (OP/BSP- [REDACTED])

25X1A9a

I. Subject Files

ACCOUNTING

3 Audit

✓ 11 Interest Fund

APPROPRIATIONS (BUDGET)

1 Allotments

2 Budget Estimates (Justifications)

4 Reports, Statements, and Statistics

✓ BOOK DISPATCHES

BUILDINGS AND GROUNDS

9 Space

✓ CIA CAREER COUNCIL

COMMUNICATIONS

2 Mail and Correspondence

4 Telephones and Directories

✓ 8 Cover

✓ COMPLAINTS

✓ COMPENSATION (F.E.C.A.)

✓ CORRESPONDENCE

1 D/Pers

1-1 D/Pers

1-2 DD/Pers

1-3 Plans Staff

1-4 Records and Services Division

1-5 Comptroller

1-6 DCI

1-7 DD/S

1-8 Inspector General

9 Chief, Management Staff

✓ EMERGENCIES

EQUIPMENT AND SUPPLIES

3 Repairs, Servicing

4 Requisitions

✓ FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI)

FORMS

✓ GENA—BOARD OF DIRECTORS MEETINGS

✓ CHI (GROUP HEALTH INSURANCE)

✓ INSURANCE

✓ 1 Life

1-1 Ten-up Life

1-2 U.B.L.I.C.

1-3 Waupa Life

✓ 2 Health

2-1 C.H.I. Hospitalization

2-2 Mutual Hospitalization

2-3 Specified Diseases

2-4 Ten-up Hospitalization

✓ 3 Income Replacement

✓ 4 Travel

4-1 Emergency Travel Plan

4-2 Travelmatic

4-3 Fliteplan

4-4 Air Flight

LEGAL

2 Decisions, Opinions, and Interpretations by OGC

4 Laws and Regulations

LIAISON

6 EEC (Compensation)

7 CSC

MEDICAL

✓ 8 Mental Cases

✓ MEDICAL CARE PROGRAM FOR DEPENDENTS (MEDICARE)

✓ MEDICAL CARE PROGRAM FOR EMPLOYEES OVERSEAS

MEETINGS

5-1 OF Staff Meetings

✓ MISSING IN ACTION (M.I.A.)

ORGANIZATION AND MANAGEMENT

1 Administrative Issuances (Regulations and Notices)

1-1 Office of Personnel Memoranda, PIM's, OP/Directives

1-3 Support Bulletins

2 Suggestions

4 Emergency Planning (Evacuation)

7 Procedures and Methods

8 Functions and Delegation

9 Organization Charts, Tables, Listings

PERSONAL—

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PERSONNEL

1 Personnel Actions (Promotions, etc.)

2 Leave

7 Classification and Duties (Position Descriptions)

12 Evaluation, Personnel

14 Reports and Records

15 Recruitment

PRINTING AND REPRODUCTION

4 Requests and Requisitions

READING FILE (CHRONO)

RECORDS

2 Disposition Schedule

3 Filing Systems and Procedures

6 Vital Materials

REFERENCE LIBRARY

REPORTS

1 Annual

2 Tri-weekly

RETIREMENT

SAFE COMBINATIONS

SECURITY

7 Staff duty Officer Roster

8 Saturday Duty List

5 Clearances

✓ SOCIAL SECURITY

TRAINING

1 Materials (Exhibits, Graphics, Speeches)

3 Programs

5 Outside Training

7 Schedules

7-1 Schedules for OP Orientation